



King County
Department of Development
and Environmental Services

900 Oakesdale Avenue Southwest
 Renton, WA 98057-5212

206-296-6600 TTY Relay: 711

Code Enforcement Records Request Form

For alternate formats, call 206-296-6600.

Date of Request _____	EMAIL: _____
Name _____	Daytime Phone _____ - _____
Company _____	Mobile Phone _____ - _____
Mailing Address _____	Fax _____ - _____
_____ City State Zip	

Information Requested

Exact Site Address _____

Parcel No. _____

CASE NUMBER: _____

- ☐ Would like to review the file
☐ Would like to make copies
☐ Would like an appointment to review the file with the officer
☐ Would like copies of specific items:
☐ Would like copies of microfilm Reel# _____ Frames: _____ - _____
☐ Other _____

CODE ENFORCEMENT FILES ARE NOT AVAILABLE FOR SAME DAY REVIEW DUE TO THE CONFIDENTIAL INFORMATION THAT MAY BE CONTAINED WITHIN. PLEASE COMPLETE THIS FORM AND LEAVE IT WITH THE RECEPTIONIST. WE WILL CONTACT YOU WHEN THE MATERIALS ARE AVAILABLE.

For Public Disclosure Requests, Please contact; Cathy Ortiz at: (206) 296-6704

DO NOT WRITE BELOW THIS LINE

FOR STAFF USE ONLY

CASE # _____	BOX # _____	Month/Year sent: _____
CASE # _____	BOX # _____	Month/Year sent: _____

Total Cost: \$ _____

DDES Copy Charges

FOR STAFF USE ONLY

COPY SIZE	MATERIAL	PER COPY	NUMBER OF COPIES	TOTALS
8.5" x 11"	20# copy paper	4 cents each	<hr/>	<hr/>
8.5" x 14"	20# copy paper	4 cents each	<hr/>	<hr/>
11" x 17"	20# copy paper	5 cents each	<hr/>	<hr/>
18" x 24"	Engineering copy	36 cents each	<hr/>	<hr/>
24" x 36"	Engineering copy	42 cents each	<hr/>	<hr/>
36" x 48"	Engineering copy	49 cents each	<hr/>	<hr/>
18" x 24"	Mylar copy	\$1.34 each	<hr/>	<hr/>
24" x 36"	Mylar copy	\$2.55 each	<hr/>	<hr/>
Color copy	8½ x 11 - 11 x 17	\$5.00 each		<hr/>
Certified copy \$2.00 for first page and \$1.00 for each additional page				<hr/>
Postage				<hr/>
Material subtotal				<hr/>
Total Cost				<hr/> <hr/>

Check out the DDES Web site at www.kingcounty.gov/permits